

**DEPARTMENT OF HEALTH & HUMAN SERVICES**

Public Health Service

HEALTH RESOURCES AND SERVICES ADMINISTRATION

BUREAU OF PRIMARY HEALTH CARE

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TO: All Offerors

Ladies and Gentlemen:

You are invited to submit a proposal in accordance with the requirements of a Full and Open Competition Request for Proposal (RFP) Number **DFOH 30(0)** entitled, **“EAP, EAP Optional Services (including Assessment and Referral Program, EAP Customized Program, EAP Website, Legal and Financial Consultation Program), and Work/Life Program.”**

**The deadline for questions is June 30, 2000 at 1 P.M. Eastern Standard Time (EST).** Questions or issues for which you require clarification or correction by the Government, must be furnished in **writing or by e-mail** to the Contracting Officer. You are requested to submit your questions (preferably by e-mail) to Naomi A. Haney-Ceresa (nhaney@hrsa.gov). Your questions must be mailed, e-mailed or faxed in sufficient time to be received in the contracting office on or before **June 30, 2000 at 1 P.M. (EST)**, in order to allow a replay to be provided to all perspective Offerors before submission of their proposals.

If you have downloaded a copy of this RFP from the web page, you must inform the Contracting Officer in writing of your intent to submit a proposal, with your name, telephone number and address. You will be added to a “courtesy” list to received by mail any amendments that are issued under this RFP; however, mailing of amendments is not guaranteed. In any event, it is the responsibility of the Offeror to monitor the web page ([www.hrsa.gov/contract.htm](http://www.hrsa.gov/contract.htm)) for any amendments issued under this RFP.

Your proposal must be received by the Contracting Officer no later than **July 31, 2000 at 2 P.M. (EST)** at the following address:

Department of Health and Human Services  
Health Resources and Services Administration  
Contract Operations Branch  
Parklawn Building, room 13A-19  
5600 Fishers Lane  
Rockville, Maryland 20857  
Attention: Naomi A. Haney-Ceresa  
Marked RFP Number: **DFOH 30(0)**

**NOTICE OF SMALL BUSINESS SUBCONTRACTING PLAN:**

All Offerors (other than small businesses) must submit a complete subcontracting plan with their initial proposal. A copy of the HRSA model subcontracting plan is provided as an attachment to this RFP. The approved plan will be included in any resultant contract.

**NOTICE OF SMALL DISADVANTAGED BUSINESS (SDB) PARTICIPATION PLAN:**

All businesses (including SDBs) must complete a SDB Participation Plan in accordance with Section M.

**ACCESS TO PARKLAWN BUILDING:**

The Parklawn Building is a controlled access building. Therefore, you should allow ample time for visitor access. It is your responsibility to ensure that proposals are delivered by the due date and time, and specific location (Room 13A-19) required in the RFP. Please be advised that late proposals will not be excused due to increased security measures (see Section L, Submission, Modification, Revision and Withdrawals of Proposals). Offerors delivering boxes of proposals must use the delivery entrance located on the loading dock which is accessible from Parklawn Drive. All packages will be X-rayed by a security guard. Visitors will be required to provide photo identification and provide a name and telephone number of the individual being visited, (in this case, Naomi A. Haney-Ceresa at 301-443-2731). You will then need to personally bring the boxes to Room 13A-19 (13th Floor, A Wing, Room 19). Boxes of proposals should NOT be left on the loading dock.

Your attention is directed to the RFP provision entitled, "Submissions, Modification, Revision, and Withdrawals of Proposals" set forth in Section L of this RFP. Please review this provision so that you will be fully aware of the time requirements for submitting your proposal.

Your proposal must be prepared in accordance with Section L entitled, "Instructions, Conditions, and Notices to Offerors", Section C entitled, "Description/Specification/Work Statement", and Section M entitled, "Evaluation Factors for Award".

This RFP does not commit the Government to pay any costs for the preparation and submission of a proposal. It is also brought to your attention that the Contracting Officer is the only individual who can legally commit the Government to expenditure of public funds in connection with this proposed acquisition.

Your proposal must provide a contact name and telephone number, your company name and complete address, including street, city, county, state, zip code, Tax Identification Number (TIN), and Dun & Bradstreet Number (DUNS). Please note that FAR 52.204-6 Contractor Identification Number Data Universal System (DUNS Number) requires you to submit a DUNS number for your company along with your offer. If you do not have a DUNS number, you are requested to contact Dun & Bradstreet Information Services at 1-800-333-0505 to obtain one. Please include this information on the first page of your business proposal. If the address is different from the address to which payments to your organization should be mailed, you must also include the complete payment address.

Requests for any information concerning this RFP should be referred only to Naomi A. Haney-Ceresa, Contract Specialist, who may be reached at [nhaney@hrsa.gov](mailto:nhaney@hrsa.gov) or (301) 443-2731. Discussion with individuals outside of the Contract Operations Branch might result in rejection of a prospective Offeror's proposal.

Sincerely,

/s/

James L. Quinn III  
Contracting Officer